



JON W. FULLINWIDER
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March 6, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUND (ITF) TO
SUPPORT ONE DEPARTMENTAL INFORMATION TECHNOLOGY PROJECT
(ALL DISTRICTS -- 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the use of \$208,706 from the Information Technology Fund to support the *Quality and Productivity Commission's (QPC) Countywide Plain Language Initiative* to purchase and distribute StyleWriter software and electronic writing course user licenses to County departments to support the use of plain language in written documents.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In their February 12, 2007 meeting, the ITF Executive Committee voted to recommend support of a project award for the *QPC's Countywide Plain Language Initiative* from the Information Technology Fund. Your Board's approval of the recommended action will provide a total of \$208,706 in funding to support this project.

In April 2004, the QPC established a Plain Language Committee charged with exploring the feasibility and viability of implementing a plain language initiative within the County. The QPC took several steps to promote the awareness of plain language in the County and has researched the use of plain language nationally.

In December 2005, the QPC acquired a limited number of Stylewriter plain language software licenses, which were successfully piloted for four months at a majority of County departments. The QPC proposes to use ITF funds to purchase additional Stylewriter software and Electronic Writing Course user licenses to facilitate the countywide use of plain language in written documents.

Implementation of Strategic Plan Goals

The *QPC's Countywide Plain Language Initiative* proposal is consistent with the County's Strategic Plan in supporting Goal 1 – Service Excellence, Goal 3 – Organizational Effectiveness, and Goal 4 – Fiscal responsibility.

FISCAL IMPACT/FINANCING

Following approval by your Board, \$208,706 will be awarded from the ITF to support the recommended project.

There are no other fiscal impacts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions related to this recommended action.

IMPACT OF CURRENT SERVICES

The project will provide County employees who are responsible for producing written materials for the countywide use with best practices that will enable them to communicate more effectively and efficiently. Anticipated project benefits include:

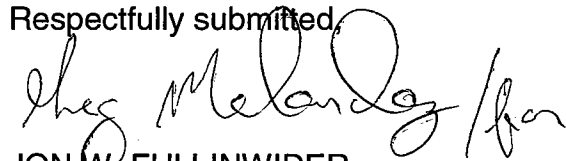
- Increased customer satisfaction;
- Increased readership and comprehension of documents;
- Enhanced data accuracy and capture from constituents;
- Reduced liability to the County for miscommunication;
- Reduced costs of customer support (fewer calls);
- Improved employee written communication skills; and
- Reduced cost of communications at all levels.

CONCLUSION

Your Board's approval of the recommended action will authorize the use of ITF funds in the amount of \$208,706 for the *Quality and Productivity Commission's Countywide Plain Language Initiative*.

All ITF grant recipients are required to provide a bi-monthly status report to the Chief Information Officer. All projects are established in the Information Technology Project Tracking and Status System (ITTS) monitored by the Chief Information Office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jon W. Fullinwider", with a stylized flourish at the end.

JON W. FULLINWIDER
Chief Information Officer

JWF:GM:JSL

c: Chief Administrative Officer
Executive Office, Board of Supervisors
Veronica Cox, Budget Analyst, CAO
Ruth Wong, Quality and Productivity Commission
ITF Project